

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION**



**CORRESPONDENCE
MANUAL
Volume II, M 503**

October 2000



**International Boundary and Water Commission
United States and Mexico
United States Section**

United States Section Directive

**Volume: 2
Chapter: 0503M
Date: 12/05/02**

Change Order Number: 01

Subject: Correspondence Manual

To: Commissioner, Executive Management Staff, all supervisors and managers, and presidents of AFGE Locals 3060 and 3309

Control: Foreign Affairs Officer, (915) 832-4106

1. Summary: On November 26th 2002, the agency's Supervisory Attorney chaired a meeting to establish procedures where documents maintained by the agency will have all the required authentication to comply with rules of evidence and admissibility in court. In the past this agency maintained documents containing only initials as a means of authenticating documents. This change order effects modifications to the Correspondence Manual to include, but not limited to, changing the process for maintaining a yellow official record copy containing an original signature, requiring signatures instead of initials on the official record copy of internal memorandums, and directing personnel responsible for sending Blind Courtesy Copies (bcc) via email to ensure that the copy is dated prior to sending.

A. The changes called for herein are intended solely to enable ease in the authentication of documents produced by the Agency or on its behalf, where the same may be at issue. Nothing herein is intended to place in issue the legitimacy of the records in the archives of the Agency preceding the date hereof nor is intended to place in issue whether these were properly prepared, forwarded and archived.

B. Recipients of this change order (CO) are requested to do the following: Place the CO in front of their office copy of the subject manual; line through those provisions of the directive that have been changed as described below; and note next to each deleted provision the following: "Refer to CO 1."

2. Changes. The following provisions replace those in the subject manual:

Chapter 1 (Letters), Paragraph 6a, Official File Copy: Add “ The yellow copy will also be signed”

Chapter 1 (Letters), Paragraph 21b, Blind Courtesy Copies (bcc): At the end of last sentence add “Blind Courtesy Copies (bcc’s) could be sent electronically via email and must contain the date the original letter was stamped by C&R. Offices sending these electronic copies will prepare a paper bcc copy for the person responsible of sending bcc’s by email. After the original letter is dated by C&R, this copy will be sent back containing the same date as the original. After receiving the dated copy from C&R, an email would be sent by the respective office with the dated bcc copy attached.”

Chapter 2 (Memorandums), Paragraph 3a Internal Memorandums: After the last sentence of paragraph 3a add the following: “When cc copies are required they will be made from the original signed memorandum.”

Chapter 2 (Memorandums), Paragraph 3b, Yellow Record Copy: Add at the end of last sentence “ When following this procedure a full signature of the person sending the memorandum is required.”

Chapter 2 (Memorandums), Paragraph 12, Signature: Delete the entire paragraph and replace with “The “FROM” officer places his/her complete signature after the name on the memorandum. The “THRU” officer also places his/her complete signature or initials after the name. Optionally, name of signer may be placed at the end of the memorandum, centered, four lines below the last line of the text. After the receiving officer reads the memorandum the original is routed to C&R for filing as the record copy.”

3. Effective Date: December 5, 2002.

INTERNATIONAL BOUNDARY AND WATER COMMISSION

UNITED STATES SECTION

CORRESPONDENCE MANUAL

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CHAPTER 1: LETTERS

CHAPTER 1

LETTERS

1. Use of Letters:

- a. U.S. Section letters are prepared for correspondence outside of the agency. This includes Federal, State, and municipal offices, private companies, organizations, and individuals, Members of Congress, the Department of State, the Mexican Section, and other international organizations or commissions.
- b. All letters will be prepared according to the format prescribed in this chapter, however, letters for Members of Congress or the Mexican Section will be prepared with their specific format contained in Chapters 3 and 4, respectively.

2. Preparation of Drafts:

Drafts will be prepared on plain paper. The word “**DRAFT**” will be marked. The document must include the initials of the drafter(s)/typist(s), and date of the draft. The preferable settings for the word processor default margin are at Right = 1", Left = 1", Top = 1", Bottom = 1". The address will be single spaced but the line spacing of the text may be at 1.5 or 2.0 spaces. Page number will be set for center top with page one suppressed. Include the complimentary close and signature block, enclosure notation, courtesy copies (cc) with complete mailing address and blind courtesy copies (bcc), if any, along with the electronic distribution list. See **Exhibit 1-A**, page 8.

3. Letterhead Stationery:

There are two types of U.S. Section letterhead stationery:

- a. The stationery with the seal and complete address for headquarters is for use by headquarters staff in El Paso.
- b. The “field office” stationery has the seal and name of the U.S. Section. The mailing address for each field office is placed centered under the U.S. Section name by each field office.

- c. The stationery without the address may also be used by all offices including headquarters for memorandums. Instructions for memorandums are provided in Chapter 2.
- d. Departments and field offices may generate their own letterhead for internal memorandums.

4. **Letter Format:**

U.S. Section letters are prepared using the modified block style using font size 12 points or similar. The text is single-spaced with double-spacing between paragraphs. In case of a one paragraph text, line spacing may be at 1.5 or 2 spaces. The right margin should be justified. See **Exhibit 1-B**, pages 9 and 10; for a short letter, see **Exhibit 1-C**, page 11.

5. **Security Classification or Control Designation:**

Enter or stamp the security classification or sensitive but unclassified designation, if any, in capital letters, centered at the top and bottom of all pages of the original and all copies.

6. **Number of Copies:**

The number of copies will depend on the office preparing the correspondence. The minimum will be the Original, the Official File Copy (yellow), and the Reading File Copy (pink), unless material contains data covered by the Privacy Act (see Chapter 8, Privacy Act) or is classified or sensitive but unclassified.

- a. **Official File Copy.** This copy will be on yellow paper.
- b. **Reading File Copy.** Prepare a pink copy for the “currents” except when the contents include data covered by the Privacy Act, or is classified or sensitive but unclassified. Attachments/enclosures identified in the correspondence should also be included. When this is not practical, add a brief statement indicating where they are located. The reading file will be available in the Communications and Records Branch for review.
- c. **Other Copies.** These copies will be on white paper.

7. **Margins:**

Set word processor default margins at 1" for the left, right, and bottom, however, the margins may be adjusted so that the letter presents a well-balanced appearance on the page. The first line will usually begin six lines below the seal of the letterhead page unless a reference line (see paragraph

9) or a special mailing indicator (see paragraph 10) is used, however, the beginning may be adjusted upwards to avoid placing 2-3 lines on a second page.

8. Text:

Perform Spell check and proofread. Be certain that words are correctly divided between syllables. Consult the dictionary when in doubt. Generally, there should be no more than three or four divided words per page.

When using modified block style it is not required to divide words, the computer will automatically justify the paragraph.

9. Date:

Do not date the letter unless a special circumstance requires it. The letter and all copies will be date stamped in the mail room and mailed. Be sure to indicate the date of preparation on the file copy and all internal copies (see paragraph 21).

10. Reference Line:

A reference line should be used only when necessary to insure proper routing of a response or to assist in maintaining a file of all related communications on a particular subject.

- a. **Sender's Reference**. When a reference line is specified by the drafter, type "RE:" and the reference on the second line below the address and flush with the left margin.
- b. **Addressee's Reference**. If it is important to refer to an addressee's file reference contained in an incoming letter, include it in the text of the reply.

11. Special Mailing Indicator:

When a letter requires special mail service, use the appropriate marking indicator, such as CERTIFIED MAIL RETURN RECEIPT REQUESTED (include receipt number), SPECIAL DELIVERY, or TELEFAXED. Enter it in underscored capital letters, beginning at the left margin, three lines below the seal.

12. Address:

Begin the address on all letters at least six lines below the seal unless to do so would require 2-3 lines on a second page, in which case move the address up as required. Single space using a block style with five lines maximum if at all possible. No line of an address should be longer than four inches. Carry-over lines will be indented two spaces from the left margin. The name of the

addressee will always include a personal title such as Mr., Mrs., Ms., or Dr., unless entitling degrees are used following the name such as M.D. or Ph.D.

13. Attention Line:

An attention line may expedite delivery to the person who will act on it. Put “ATTN:” two lines below the address, flush left. Followed by two spaces and the individual’s name. The salutation will state the name of the addressee not the person named in the attention line. On the envelope the attention line must be typed within the address and should be placed after the addressee's name and/or company/agency name and before the geographical address.

14. Subject Line:

Avoid the use of a separate subject line. The subject should be clearly stated in the opening paragraph or can be included in the reference line.

15. Salutation:

Type the salutation, followed by a colon, flush with the left margin, two lines below the last line of the address. Dear Mr./Mrs. Jones are the salutations normally used.

16. Text:

- a. **Spacing.** Begin the text two lines below the salutation. The text should be single spaced with a double space between paragraphs. The text of a one-paragraph letter may be double spaced but the address is always single-spaced.
- b. **Paragraphing.** Block style is used with each paragraph beginning flush with the left margin. At least two lines of a paragraph should be at the end of the page or else the entire paragraph carried over to the next page. It is not recommended that paragraphs be subdivided or numbered, however, if necessary to do so follow the sample in **Exhibit 1-D**, on page 12.
- c. **Quoting.** A quotation of less than two lines is run into the text. Use quotation marks, both double and single, as shown in the following sentence: The regulation clearly states “...ambiguous references such as ‘herein,’ ‘above,’ and the like shall not be used.” A quotation of more than two lines is blocked five spaces from the left and right margins of the text. In a multi-paragraph quotation use quotation marks at the beginning of each paragraph but a closing one at the end of the last paragraph only. Punctuation marks are generally inside the quotation marks, for example: The reading file is referred to as “Currents.” However, an exception to that would be when the punctuation does not agree with the quotes, for example: Is the reading file referred to as "Currents"?

- d. **Word Division.** There should be no more than three or four divided words on a page. Be certain words are correctly divided between syllables. Consult dictionary when in doubt. Word division will not be required if using modified block style.
- e. **Spell check/Proofread.** Upon completion of the document verify accuracy by using Spell check as well as proofreading.

17. Succeeding Pages:

- a. **Stationery.** Print the second and succeeding pages of a letter on plain white paper.
- b. **Page Number.** When more than one page is required, there should be a minimum of two lines on the last page. Pages will be numbered center top, page 1 suppressed.
- c. **Text Continued.** Start the first line of the text two lines below the number of the page, keeping the margins consistent on all pages.

18. Complimentary Close:

The complimentary close is "Sincerely" followed by a comma placed two lines below the last line of text, beginning approximately at the center of the page.

19. Signature and Title:

- a. The name of the signing official is placed four lines below and flush with the complimentary close. The signing official's title will be entered on the next line, flush with the name. A one line title should be used if at all possible. If the title requires a carryover line, indent two spaces.
- b. When a staff official indicates that a letter normally signed by the Commissioner is to be signed by a person other than the Commissioner, "FOR THE COMMISSIONER:" should be entered two lines below the complimentary close (flush) followed by the signing official's name placed four lines below that entry. The signing official's title will be entered on the next line, flush with the name (See **Exhibit 1-C**, page 11).

20. Enclosures and Separate Cover Material:

- a. **Enclosures Identified in Text.** While the terms enclosure and attachment are used interchangeably, normally, an internal memorandum would have material attached to it and a letter or outgoing memorandum would have material enclosed with it. However, the important thing is that the term use be consistent within the document. Enter "Enclosure" or "Attachment" at the left margin on the second line below the signature block. If there is more than one

indicate the number. Identify each enclosure/attachment in the lower left corner of the first page of the enclosure/attachment.

- b. **Enclosures not Identified in Text.** The same rules apply as those that are identified in the text except that each enclosure must be identified by title or in a few words that will identify it.

For example:

3 Enclosures:

1. Organizational Chart, 6/30/XX
2. DOS Ltr, 5/17/XX, Subj: IBWC Budget
3. Rio Grande Water Bulletin, 19XX

-or if partially identified:

2 Enclosures:

1. Organizational Chart, 6/30/XX
2. As Stated (if identified in text of letter)

- b. **Separate Cover Material.** When material referred to in the text is to be sent under separate cover, enter "Separate Cover:" flush with the left margin on the second line below the signature block, or enclosure notation. List the material whether or not it is identified in the text. Send a copy of the letter with the material that is being mailed separately. For example:

Separate Cover:

Correspondence Manual, August 20XX, 10 copies

- d. **Record of Enclosure.** Attach a copy of any enclosure to the yellow record copy of the letter that is not already a part of the record. If enclosure is too bulky, and will be kept elsewhere, make a notation as to where it may be located.

21. **Distribution of Copies:**

- a. **Courtesy Copies.** When courtesy copies of a letter are sent to persons other than the addressee, make copies of the signed original letter and indicate the distribution on all copies of the letter including the original. Indicate "courtesy copy" by entering "cc:" flush with the left margin, two lines below the signature block or any other notation preceding. Below "cc:" list the names and addresses single-spaced, flush with the left margin.
- b. **Blind Courtesy Copies.** Copies of letters sent to other than the addressee, but not listed as "cc" copies are referred to as blind courtesy copies (bcc). The distribution of bcc's will be indicated in the same manner as the cc's but only on the copies retained by the U.S. Section and the bcc copies themselves. (Do not type bcc on the Original.)

- c. **Mailing of Information Copies.** On each of the information copies, put a check mark by the address for whom the copy is intended, using either a red pencil, blue pencil or a yellow highlighter. On all outgoing letters, cc's and bcc's are mailed at the same time the original is mailed unless there are instructions to the contrary.

22. Drafting Information:

Enter the initials of all drafting officials and of the person preparing the document on the yellow file copy and information copies retained in the U.S. Section; do not put the initials on the original, outgoing cc's or bcc's. Place this information on the last page of the text, beginning flush with the left margin below any notations such as enclosures, cc's, or bcc's. Indicate date of final preparation below drafting information and document number/name below that date.

23. Routing Stamp:

A routing stamp will be placed on the reverse side of the first page of the yellow official file copy in the upper left-hand corner. Write the number "1" before the name of the originator of the letter. Generally, the originator further routes the letter for the coordination, final signature, if necessary, and finally to Communications and Records Branch for distribution of information copies, mailing and filing of the official file copy in the central files.

24. Assembly for Signature:

Staple all items belonging with (a) the original of the letter, if practical, (b) each set of information copies, the yellow file copy, and (d) the pink reading file. Items belonging with the yellow file copy include copies of enclosures, backup material, original of incoming letter, if any, and any other background material. Charts, graphs, columnized listings maps, drawings, and other documents prepared with the heading across the side of the page will be assembled with the heading to the left. Attach addressed envelopes, or labels to the original and outgoing copies with a paper clip, see **Exhibit 1-E** on page 13. Copies to field offices do not need an envelope. For proper assembly of material see **Exhibit 1-F** on page 14.

25. Mail-Out:

All letters to be mailed out from the U.S. Section should be submitted to the mail room assembled as outlined above for processing and mailing. The only exception to this would be material containing confidential or Privacy Act information of such to prohibit open handling.

26. Telefax Transmission

When telefaxing a letter or memorandum, indicate on the cover sheet if the telefax copy will be the record copy or if a confirming document will be mailed.

EXHIBIT 1-A

DRAFT/1233J/JD:sg/02/15/XX

Mr. John Smith
President, Alamo Graphics, Inc.
345 Center Street
El Paso, TX 79932

Dear Mr. Smith:

This is the format for a typical draft prepared according to the instructions suggested in Chapter 1, Part 2. Plain paper will be used instead of letterhead stationery, and the word DRAFT marked. Initials of drafter/typist, and date, may be entered flush with the right margin on the upper right corner of the page either as a single line or broken into 2-3 lines. Single space the name and address of the addressee. Place the salutation two lines below the address.

Spacing of text will be set at 1.5 or 2.0 spaces with four spaces between paragraphs for easy reformatting. Succeeding pages will also be prepared on plain paper with the page number centered at the top of the page. Include the complimentary close, signature block, enclosure notation, and cc's, bcc's and/or electronic copies, if any.

Sincerely,
(4 spaces)
John E. Doe
Principal Engineer

3 Enclosures

As stated (If mentioned in the text of the letter, otherwise list and identify)

cc:

(if any - include name and address of individual receiving a copy of signed letter)

bcc or ccmail:

(if any - include Office or Division and name of individual receiving a blind courtesy or electronic copy)

JD:SAW:sg
02/15/XX
File: 135678

PREPARATION OF DRAFTS

EXHIBIT 1-B

SAMPLE LETTER



OFFICE OF
THE COMMISSIONER

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION**

(1)

(2)

CERTIFIED MAIL- P 598 210 7824 (This is the receipt number)

RETURN RECEIPT REQUESTED

(1)

(2)

Miss Helen M. Jones
Director, Communications Unlimited
1054 15th Street, NW
Washington, D.C. 20016

(1)

RE: Format for a Typical Letter

(1)

Dear Miss Jones:

(1)

This is a format for a typical letter prepared according to the instructions suggested in Chapter 1. The guides for positioning the address and margins should be adjusted according to the length of the letter to provide an attractive, well-balanced appearance.

(1)

Prepare the first page on official IBWC letterhead stationery and succeeding pages on plain white bond paper using font size 12 points or similar .

(1)

There are two types of U.S. Section letterhead stationery. One has the seal, the name of the Commission, and the headquarters address on it. This is for use by headquarters offices. The field office letterhead has the seal and name of the Commission. The mailing address is placed on the field office letterhead, centered under the Commission name, by each field office.

(1)

Any special mailing indicator(s) will be entered underscored in capital letters, two lines below the seal. The address on all letters will begin at least six lines below the seal. Single space the address, using block style flush with the left margin. Enter the sender's reference salutation two lines below the last address, flush with the left margin. The salutation is entered two lines below the last line of the address or the sender's reference. The text of the letter will be block style, single-spaced with double spacing between paragraphs. Set default margins at one inch on sides, top and bottom.

(1)

When more than one page is required, there should be a minimum of two lines of text on the additional page. The page number will be centered at the top edge of the paper.

The Commons Building C, Suite 310 ~ 4171 North Mesa Street ~ El Paso, Texas 79902-1422

(915) 832-4100 ~ (Fax) (915) 832-4190

EXHIBIT 1-B

SAMPLE LETTER

2

(1)

(2)

Use the complimentary close "Sincerely" and place it two lines below the last line of the text, beginning approximately at the center of the page. The signing official's name and title will be placed four lines below and flush with the complimentary close.

Sincerely,

(1)

(2)

(3)

(4)

John B. Doe

Director, Administrative Services

(1)

(2)

Enclosure:

Correspondence Manual, March 2000 (If not mentioned in text)

(1)

Separate Cover:

U.S. Government Printing Manual, 10 copies

(1)

cc:

Mr. Bill Smith, EPA

Address

City, State and Zip

(1)

Mr. Jack Hall

945 Trenton Drive

New York, NY 10017

(1)

bcc (and/or ccm): name (DIV), name (DIV), name (Office) (On internal copies only)

(1)

JBD:XYZ:jgs (On internal copies only)

2/16/XX (date typed)

0835R (document number or name)

SAMPLE ONE-PARAGRAPH LETTER



OFFICE OF
THE COMMISSIONER

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

Mr. John B. Jones
President, Correspondence
Management Association
132 Main Street
Houston, Texas 77002-0000

(1)

Dear Mr. Jones:

The text of a short, one-paragraph letter may be double-spaced or spaced at 1.5 spaces; the address is always single-spaced. The format for all other parts of the letter is the same as for the typical letter illustrated in **Exhibit 1-B**. In a short letter the placement of the address, as well as the width of the margins, will have to be adjusted to present a well-balanced appearance.

Sincerely,

FOR THE COMMISSIONER:

(1)

(2)

(3)

(4)

Arthur L. Brown
Chief, Management Division

(1)

2 Enclosures

(1)

cc:

Mr. C. R. Stone
3344 Rock Road
Houston, TX 77002

(1)

bcc: Name (DIV), Name (DIV)

Internal copies information:

ALB:rcm

5/10/XX

JONES (document name or number)

EXHIBIT 1-D

INSTRUCTIONS FOR NUMBERING AND LETTERING PARAGRAPHS

- 1.** The numbering and lettering of paragraphs is acceptable and can be helpful as a reference aid.
 - a. Main paragraphs are prepared in block style. When a paragraph is subdivided there must be at least two subparagraphs.
 - b. For example, if there is a subparagraph “a,” there must be a “b.”
 - (1) Designate second subdivisions by numbers in parentheses, for example: (1), (2), and (3). If there is a (1), there must be a (2).
 - (2) Designate third subdivisions by letters in parentheses, for example: (a), (b), (c). If there is an (a), there must be a (b).
 - (a) Indent the third subdivision as shown.
 - (b) Do not subdivide beyond the third subdivision.
- 2.** When a paragraph is cited, the reference numbers and letters are written without spaces. For example, paragraph 1a(2)(b).
- 3.** A paragraph is begun near the end of a page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.
- 4.** Titles or captions are used in lengthy communications to increase ease of reading and reference.
- 5.** The arrangement shown here may be varied to meet special requirements such as those for legal documents.

EXHIBIT 1-E

SAMPLE ADDRESSED ENVELOPE

Position address on envelope so that it is centered about 12 spaces from top of envelope.

Labels may be used instead of imprinting directly on the envelope.

Addresses of two or three lines may be double spaced.

If sending courtesy copies (cc) insure that there are mailing labels or addressed envelopes for each copy.

UNITED STATES SECTION
INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
THE COMMONS, BUILDING C, SUITE 310
4171 NORTH MESA STREET
EL PASO, TEXAS 79902-1441

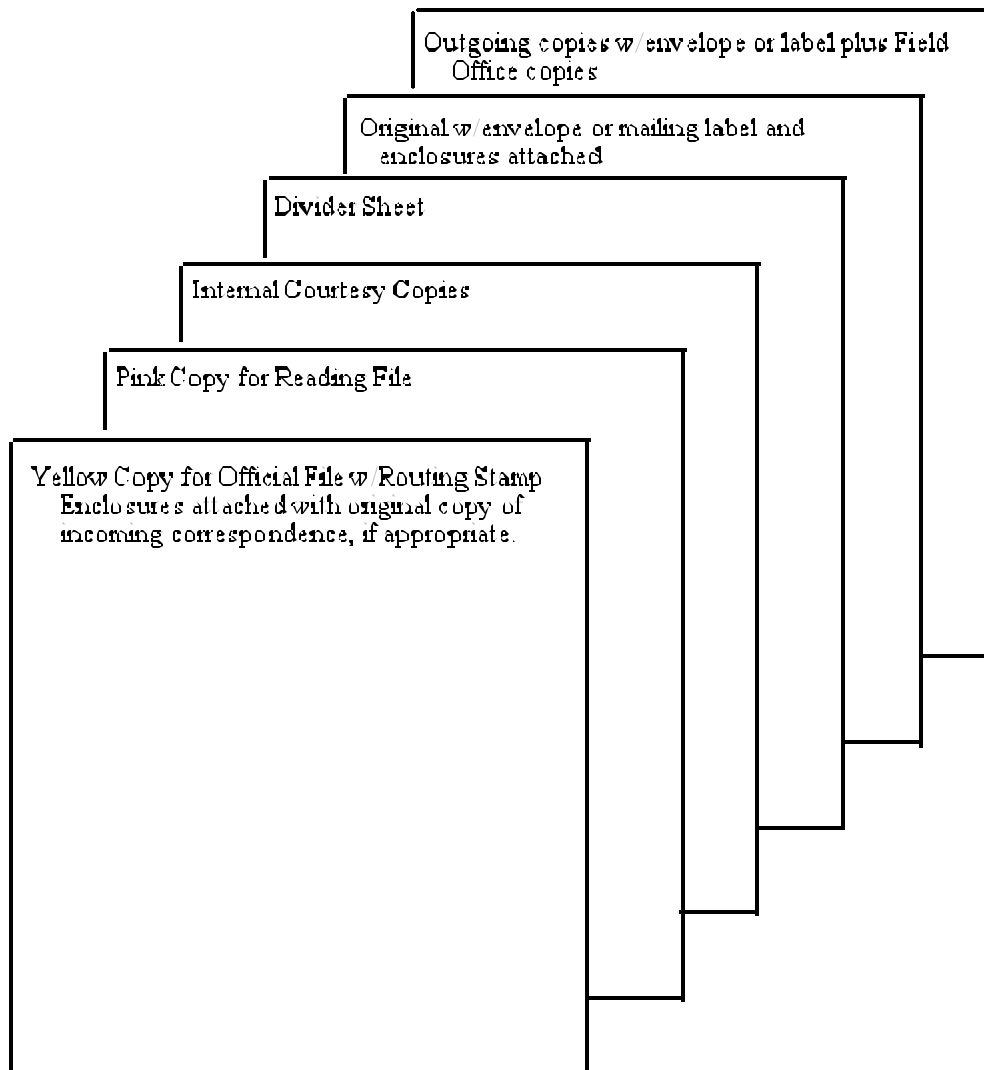
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

AN EQUAL OPPORTUNITY EMPLOYER

Mr. David M. Harrison
Harrison Engineering, Inc.
Riverside Center, Suite 200
1532 North Central Expressway
Dallas, Texas 75081

EXHIBIT 1-F

**ASSEMBLY FORMAT OF LETTERS
AND OUTGOING MEMORANDUMS**



CHAPTER 2: MEMORANDUMS

CHAPTER 2

MEMORANDUMS

1. The IBWC uses five formats of memorandums presented in the modified block style using font size 12 points or similar: Internal Memorandum, Interagency Memorandum, Memorandum for Record, Memorandum of Conversation/Telephone Conversation, and Memorandum of Meeting. See below for specific uses.
 - a. **Internal Memorandum**. The most common use for a memorandum is for correspondence within or between headquarters and field offices, and is usually referred to as an intra- or interoffice memorandum. All memos must have “flags” on the upper right side two lines above the date, or in the same approximate position on plain bond or letterhead when used for a memorandum (See **Exhibit 2-C**, page 25 for “flags” to be used on memorandums to the Commissioner.)

The “flags” will state the action required, such as:

- (1) **FOR DECISION** will be used on memorandums to the Commissioner when a decision is required from him. This will include items where an assignment has been made and the submitting office needs a decision regarding a proposed course of action, and situations where no assignment has been made but the submitting office is requesting approval for proposed action. With the submission should be a brief summary, not to exceed two pages, a supported or justified Recommended Action section, and a Decision block at the end of the summary. The Decision block should include “Approve,” “Disapprove,” “Prepare Letter/Memo for Commissioner’s Signature,” or other appropriate descriptive action statement with any supportive information enclosed.
- (2) **FOR INFORMATION** is to be used where the submission is strictly to keep the addressee informed. If submitting to the Commissioner, a brief summary, not to exceed one page, of key points at the front would be helpful.
- (3) **FOR ACTION**
Due Date: _____

To be used where action within a specified time frame is required. If addressed to the Office of the Commissioner, a brief summary of key points, an outline of

available options, if any, and a supported or justified Recommended Action section should be included.

- (4) **AS REQUESTED** is to be used when the submission is a study, report, or other informational item requested by management or the Office of the Commissioner and there is not immediate action or decision required.
- b. **Interagency Memorandum**. Occasionally, a memorandum may be used for informal correspondence with other Federal agencies.
- c. **Memorandum for Record**. A memorandum, addressed through appropriate staff official, may be prepared to record significant information that is otherwise not documented.
- (1) **Memorandum of Conversation/Telephone Conversation**. Used to record the substance of conversations between U.S. Section employees and representatives of other offices, agencies, or private persons. Use field office stationery, and route through appropriate staff elements. See **Exhibit 2-B**, page 24.
- (2) **Memorandum of Meeting**. Used to record the substance of meetings between U.S. Section employees and representatives of other offices, agencies, or private persons. Use field office stationery, and route through appropriate staff elements. See **Exhibit 2-B**, page 24.

2. **Memorandum Stationery:**

- a. **Computer Formatted Memorandum**. Field office letter head stationery may be used for internal memorandums, particularly those which are computer generated. See **Exhibit 2-B**, page 24.

Plain bond paper may be used, but must state that it is a memorandum and follow, as close as possible, the format of the IBWC Memorandum as detailed in items 4 through 13 below. This may be preferred for a Memorandum for the Record.

Official Letterhead is used for interagency memorandums only.

- b. **Succeeding Pages**. Plain white bond paper should be used for the second and succeeding pages of a memorandum. The page number will be centered at the top of the page.

3. **Number of Copies:**

- a. **Internal Memorandums.** The original of an internal memorandum is the agency record copy.
- b. **Yellow Record Copy.** A yellow “record copy” will be prepared **only** if it is an **Interagency Memorandum** where the original of the memorandum is to be mailed outside of the office of record, i.e., headquarters to a field office or vice versa, or to another agency. Otherwise, after having been read, the memorandum with the original signature will serve as the record copy and should be forwarded to the Communications and Records branch (C&R).
- c. **Pink copy.** Prepare a pink copy for the reading file for both Internal and Interagency Memorandums, unless the document is classified, sensitive but unclassified, or covered by the Privacy Act so as to prohibit its being in an open file.

4. **Margins:**

IBWC Letterhead Stationary, Plain Paper or Computer Generated Memorandum. Set default margins at one-inch for the sides and bottom, and two-inches for the top of the page. In the case of a short memorandum, adjust the margins for a well-balanced appearance on the page.

5. **Date:**

- a. Include the date at the time the memorandum is prepared. On letterhead stationery the date will be placed on the same line as the typed “Memorandum” heading and ending flush with the right margin.
- b. Enter the month in full, the day and year in numerals, and in that order. Example: January 23, 20XX.

6. **“TO” Line:**

- a. **IBWC Memorandum.** Identify addressee by name and title two spaces after the colon following the printed word “TO”.
- b. **Letterhead Stationery.** Type the word “TO” in capital letters two lines below the typed “MEMORANDUM” heading. Type a colon five spaces after the word “TO” in order to align the spaces after the colon.
- c. **Multiple Addresses.**
 - (1) If the same memorandum is to be addressed to more than one person, the format of the “TO” line should be tailored to meet each specific case. If there are no more than two addressees, their names and titles can be listed, single-spaced, after the typed word “TO”.

- (2) If the number of addressees is more than two, it is preferable to list them at the bottom of the memorandum.

- (3) When the "TO" line carries the notation "SEE DISTRIBUTION:" enter the word "DISTRIBUTION:" at the left margin two lines below the last line of the text or list of enclosures, if any. Identify individual addressees immediately below the heading, single-spaced, and flush with the left margin. When the "TO" line carries the notations "SEE ATTACHED DISTRIBUTION," list the addressees on a separate page under the heading "DISTRIBUTION."

7. "THRU" Line:

If a memorandum is to be sent to the addressee through another office for clearance or approval, enter the word "THRU" in capital letters' two spaces below the "TO" line. Align colon with "TO" line. Enter the name and title of the official that the memorandum must be routed through two spaces after the colon.

8. "FROM" Line:

The word "FROM" in capital letters will be entered two lines below the "TO" line or the "THRU" line, if any. Align the colon with the "TO" line. The signer's name and title will be placed two spaces after the colon.

9. "SUBJECT" Line:

Type the word "SUBJECT" in capital letters two lines below the "FROM" line, aligning the colons, with a brief descriptive statement of the contents of the Memorandum two spaces after the colon.

10. "REFERENCE" Line:

Any necessary reference to a previous or related communication should usually be included either in the "SUBJECT" line or in the first paragraph of the text. However, if a separate reference line appears desirable, enter the word in abbreviated form as "RE" two lines below the "SUBJECT" line. Align the colon after "RE" with those following the other headings on the memorandum form.

11. Text:

The text will be prepared in block style using font size 12 points or similar, beginning at least three lines below the "SUBJECT" line, or "RE" line, if any. Single space the text and double space

between paragraphs. Memorandums consisting of only a single paragraph may be set at 1.5 or 2.0 spaces.

12. Signature:

The “FROM” officer places his initials after his name on the memorandum. The “THRU” officer also initials after his name. Optionally, name of signer may be placed at the end of the memorandum, centered, four lines below the last line of the text.

13. Enclosures:

Either “Enclosure(s):” or “Attachment(s):” may be used as long as it is consistent with the words used in the text. Enter the word “Enclosure(s)” or “Attachment(s)” beginning at the left margin at least two lines below the last line of the text. If the enclosure(s) is identified in the text, it is not necessary to list the enclosure(s). If the enclosure(s) is not identified in the text, identify the enclosures, single-spaced, on the line immediately below the word “Enclosures(s):” or “Attachment(s):”. If a carryover line for description of an enclosure(s) or attachment(s) is necessary, indent two spaces. Identify each enclosure by number in the lower left corner of the first page of the enclosure itself in pen or pencil.

14. Drafting Information:

- a. **Internal Memorandums.** Enter the drafting information on the original and all copies (drafting officer(s) and typist(s) initials). Date of preparation does not need to be duplicated if the memorandum has already been dated. Include document name or number after drafting information.
- b. **Interagency Memorandums.** Do not include the drafting information on the original. Include it only on the official yellow file copy, pink reading file copy, and any other internal copies.

15. Distribution of Copies:

- a. **Internal Memorandums.** When copies of a memorandum are sent to persons other than the addressee shown in the “TO” line, include the distribution on the original and all copies. Indicate “courtesy copy” by entering “cc:” flush with the left margin at least two lines below the last line of the text or description of two lines below the last line of the text or description of attachments, if any. Below “cc:” list the names, single-spaced and flush with the left margin. On

each of the information copies, place a check mark by the name of the addressee for whom it is intended or use a yellow highlighter.

- b. **Interagency Memorandums**: A copy of an interagency memorandum would not be distributed outside the agency, therefore, do not show distribution of copies on the original. However, indicate it on the yellow file copy and all other copies as prescribed in paragraph 15a above indicating it is a “blind courtesy copy” or “bcc.”

16. Routing Stamp:

- a. **Internal Memorandums**. Place a routing stamp in the upper left-hand corner on the reverse side of the first page of the original of memorandums to be circulated internally.
- b. **Interagency Memorandums**. Place a routing stamp in the upper left-hand corner on the reverse side of the first page of the yellow file copy of memorandums to be mailed outside the agency.
- c. **Routing**. Write the number "1" before the name of the originator on the routing stamp. Generally, the originator further routes the memorandum for clearance, information, or action. The final routing will be to the files (Communications and Records branch).

17. Assembly:

- a. **Internal Memorandums**. Assemble an internal memorandum with the routed original on top and any attachments and/or background information stapled or clipped together. Internal copies with attachments, if any, will be behind the original package.
- b. **Interagency Memorandums**. Assemble a memorandum addressed to personnel of the Department of State, IBWC field offices, or other federal agencies, as an outgoing letter. See **Exhibit 1-F**, page 14. Memorandums addressed to IBWC field offices or the Department of State do not need an envelope. Envelopes are stamp addressed in the mail room for these entities.

18. Routing:

The routing stamp will be placed on the upper left hand corner of the back of the original of an internal memorandum or the yellow official file copy if the original is to be mailed outside of the office of preparation, i.e., headquarters or a field office. The entire memorandum package should be routed through the Mail Room after signing, or the pink reading file copy and other internal copies should be separated from the original and put into the “out box” so that timely submission to the reading file is assured and courtesy copies will be distributed in a timely manner. The

package should not be left together and go through the routing process with the reading file copy and other courtesy copies attached until the routing is completed

EXHIBIT 2-A

INTERNAL/INTERAGENCY MEMORANDUM



OFFICE OF
THE COMMISSIONER

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION**

- (1)
- (2)
- (3)

MEMORANDUM

FOR INFORMATION

February 16, 20XX

- (1)

TO : SEE ATTACHED DISTRIBUTION

- (1)

THRU : Robert Smith, Chief, Information Services

- (1)

FROM : Bill B. Black, Forms Analyst

- (1)

SUBJECT : Preparation of a Memorandum on Field Office Letterhead Stationery

- (1)

- (2)

Field office letterhead stationery may be used for internal memorandums, particularly those which are computer formatted. This exhibit illustrates the format of an internal memorandum prepared on field office stationery. This format may also be used for an interagency memorandum except that it will be prepared on official letterhead with the address.

- (1)

Each memorandum should have "TO," "FROM," and "SUBJECT" lines; add the "THRU : " line only when necessary. Any reference to a previous or related communication is usually included in the "SUBJECT" line or the first paragraph of the text. However, a reference line may be added, if desired, by entering the abbreviation "RE" two lines below the "SUBJECT" line and flush with it. Align the colon with lines above.

- (1)

Include the appropriate flag and the date at time of preparation. The date will be placed on the same line as the typed "MEMORANDUM" heading under the flag notation.

- (1)

The text should be font 12 point in block style, beginning each paragraph flush with the left margin aligned with the names and subject in the heading following the printed colons. Single space the text with a double space between paragraphs. Memorandums with a single paragraph may be double spaced.

- (1)

When more than one page is required, there should be a minimum of two lines on the page. The second and succeeding pages of a memorandum should be typed on plain white bond paper with the page number centered five lines from the top. Side and bottom margins should be at least one inch.

EXHIBIT 2-A

INTERNAL/INTERAGENCY MEMORANDUM

2

(1)

(2)

List any enclosures or attachments on the original and all copies of the memorandum as indicated below. The distribution of copies of the memorandum to other than the addressee(s) in the "TO" line should also be shown on the original and all copies under the heading "cc:" typed flush with the left margin, at least two lines below the last line of the text or enclosure.

(1)

The drafting official's initials and typist's initial should be printed on the original and all copies of an internal memorandum.

(1)

The number of copies should be kept to an absolute minimum. Do not make a yellow file copy of an internal memorandum, unless it is going outside headquarters or is addressed to the IBWC representative in the Department of State. The original serves as the official file copy for memorandums kept in-house. Make a pink copy for the reading file.

(1)

(2)

(3)

(4)

Bill B. Black (Optional)

(1)

2 Attachments:

1. List if not identified in text

2. Number consecutively if more than one

(or)

2 Enclosures:

as stated

(1)

cc:

T.J. Hill, Financial Services

J. Boone, Director, Computer Services

T. Jones, Director, Personnel

(1)

BBB:snv

2323C

EXHIBIT 2-A

INTERNAL/INTERAGENCY MEMORANDUM

3

(1)

(2)

DISTRIBUTION:

(1)

Tom J. Jones, American Dam

Ron Parker , Mercedes

Don R. Evans, Falcon

Mike Hill, Amistad

Paul Stevens, Yuma

Tom Smith, San Ysidro

Robert Brown, Principal Engineer

EXHIBIT 2-B

**MEMORANDUM OF CONVERSATION/TELEPHONE
or MEMORANDUM OF MEETING**

(1)

(2)

FOR INFORMATION

**MEMORANDUM OF CONVERSATION/TELEPHONE or
MEMORANDUM OF MEETING**

February 16, 20XX

(1)

PARTICIPANTS : Roger Smith, Chief, Information Services,
and Joe Serna, EPA, San Francisco

(1)

SUBJECT : Preparation of Memorandum of Meeting or
Memorandum of Conversation/Telephone
Conversation

(1)

(2)

Use this format for Memorandum of Meeting or Memorandum of Telephone Conversation.
Type memorandum on field office letterhead, setting one inch margins on the left, right, top
and bottom.

(1)

Include the "Participants" and Subject" lines.

(1)

The date of the meeting or conversation is placed on the same line as the "Memorandum" head-
ing under the flag. If the date of final preparation of the memo is different from the date of meet-
ing or telephone conversation, enter it below the signature at the end of the text.

(1)

Prepare the text, any enclosure listing, and distribution, if any, in the same format shown in
Exhibit 2-A, pages 21 through 23.

(1)

The name of the originating official is entered four lines below the text.

(1)

(2)

(3)

(4)

Robert N. Smith
2/22/XX

(1)

Attachment

Name of attachment

(1)

cc:

P. Dunn, San Ysidro

(1)

RNS:jsg

3456H

EXHIBIT 2-C

MEMORANDUM TO THE COMMISSIONER

(1)

(2)

MEMORANDUM

(Flag) **FOR ACTION**
February 16, 20XX

(Flag) **DUE DATE**
February 26, 20XX

TO : Commissioner

FROM : J. Smith, Chief, Administration Division

SUBJECT : Submissions to the Office of the Commissioner

Memorandums to the Office of the Commissioner will use “flags” to indicate the action required of that office. The “flags” will indicate that the material being submitted is either “FOR DECISION,” “FOR INFORMATION,” “FOR ACTION,” or “AS REQUESTED.” A “DUE DATE” can be included if necessary. The routing stamp will **not** be used to indicate approvals or disapprovals. Any approvals, disapprovals, or opinions from offices through which the material is routed will be stated in a brief memorandum which will be attached to the material being submitted to the Office of the Commissioner.

Where action by the Office of the Commissioner is required a brief summary of key points, an outline of available options, if any, and a supported or justified Recommended Action section should be included. A notation will be placed by the appropriate individual’s initials on the routing stamp that a memorandum is attached.

JS:rd
1234XM

CHAPTER 3: CONGRESSIONAL CORRESPONDENCE

CHAPTER 3

CONGRESSIONAL CORRESPONDENCE

1. Handling:

- a. This chapter contains special instructions for handling and preparing official correspondence to Members of Congress. See **Exhibit 3-A**, pages 28 and 29, for Congressional letter format.
- b. All Congressional Correspondence will be placed in a special “Congressional” folder by Communications and Records branch (C&R) personnel and delivered to the Office of the Commissioner. The statement on the folder establishes a three-day suspense for strict controls in answering such correspondence. The Commissioner’s Secretary will log in the correspondence, make a copy for Commissioner and route it to the appropriate official(s) for reply.

2. Stationery and Number of Copies:

- a. Use U.S. Section Headquarters letterhead stationery for the first page; a photostatic copy should be sent to the Congressman’s field office, if required.
- b. Yellow official file copy.
- c. Pink copy for “Currents” reading file. This may be omitted in the case of confidential or Privacy Act information that would prohibit open circulation.
- d. Five copies (photostatic) are usually required with copies of incoming letter, enclosures, and any other pertinent information attached. One copy will go to the IBWC Special Assistant in Washington, D.C. (WHA/MEX); one copy each to the Science Counselor and the Political Counselor at the U.S. Embassy in Mexico City (USEMB/MEX); one copy will be provided to the Office of the Commissioner and one copy to the U.S. Section Secretary. Copies will be provided to IBWC field offices when appropriate. When correspondence pertains to personnel matters copies will be provided **only** to the Office of the Commissioner and the Human Resources office.
- e. Any required additional copies for information addresses.

3. Date:

All letters will be dated in the Communications & Records mail room by C&R personnel.

4. Address:

The address will be shown on correspondence to a Member of Congress as indicated below. **Omit** building names or numbers and street addresses.

The Honorable John A. Doe
United States Senate
Washington, DC 20510

-or-

The Honorable Joe E. Smith
House of Representatives
Washington, DC 20515

5. Salutation:

Use one of the following salutations, as appropriate:

Dear Senator _____:

Dear Mr. _____: (Member of the House of Representatives)

Dear Mr. Chairman: (When letter is to Member of Congress in his capacity as a chairman of a committee)

Dear Mr. Speaker:

Dear Mr. Vice President:

Dear Mr. President:

6. Internal Copy Information:

- a. Information concerning internal copies (bcc's) is typed flush with the left margin and below any left margin notations (i.e. enclosures, cc's, etc.) on the WHA/MEX copy, bcc, pink and yellow copies. They may be listed in a column or across the page to conserve space. For example:

bcc: WHA/MEX (Brandt), USEMB/MEX (SCI Kerr & POL Martinez), Office of Commissioner, Secretary Ybarra, Field Office(s)

- b. The initials of drafter and person preparing the document appear only on the internal copies, i.e., yellow, pink, bcc's. This information is placed two lines below the "bcc's" flush with the left margin. Date of preparation is placed below the initials of drafter and preparer information.

6. Envelopes:

Type an envelope or label for the Member of Congress and for any information copies except WHA/MEX and USEMB/MEX which will be prepared in the C&R mail room.

EXHIBIT 3-A

CONGRESSIONAL LETTER



OFFICE OF
THE COMMISSIONER

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION**

- (1)
(2)
(3)
(4)
(5)

The Honorable John A. Doe
United States Senate
Washington, D.C. 20510

- or -

The Honorable Joe E. Smith
House of Representatives
Washington, D.C. 20515

- (1)

Dear Senator Doe:

Dear Mr. Smith:

- (1)

This is the format for a Congressional letter prepared according to the instructions in Chapter 1, Letters, and the instructions in Chapter 3, Congressional Correspondence. Enter the address and salutation shown above. Omit building names and numbers and street addresses. Remember, never send a copy of a letter going to one Member of Congress to another member of Congress. Each Congressman will receive his/her own original letter.

- (1)

The response will be addressed to the Washington office even though the incoming letter may come from a field office of the Member of Congress in which case an information copy of the response will be provided to the field office.

- (1)

Use the U.S. Section Headquarters letterhead stationery for the first page. Prepare succeeding pages on plain bond paper.

- (1)

All letters will be dated in the Communications and Records branch mail room and mailed directly to the Member of Congress from there. WHA/MEX (Mary Brandt) and USEMB/MEX (both SCI Kerr and POL Martinez) will be provided with information copies of outgoing Congressional letters along with a copy of the incoming letter and any enclosures. The U.S. Section Secretary will be provided a complete set of the file and if required, copies may also be sent to the IBWC field office concerned. The exception to this rule is that copies will be provided only to the Office of the Commissioner and Human Resources on matters pertaining to personnel issues.

- (1)

An information copy of all outgoing Congressional letters, together with a copy of the incoming letter and any enclosures or other pertinent information will be provided to the Office of the Commissioner in order to keep that office fully informed on all Congressional matters.

EXHIBIT 3-A

CONGRESSIONAL LETTER

(1)

(2)

- 2 -

(1)

(2)

An envelope or label will be typed for the addressee and any information copies with the exception that WHA/MEX and USEMB/MEX will be addressed in the mail room.

(1)

Sincerely,

(1)

(2)

(3)

(4)

John M. Bernal

Commissioner

(1)

Enclosure(s), if mentioned in letter

If NOT mentioned, list them as shown below:

2 Enclosures:

1. List enclosures if not
identified in text

2. Number consecutively if
more than one

(print on yellow, blind copies, and pink for "Currents" reading file)

(1)

bcc:

WHA/MEX (Brandt), USEMB/MEX (SCI Kerr & POL Martinez), Secretary, Office of
Commissioner, Field Office(s) concerned

(1)

MRY:JMB:jgs

02/16/XX

987654321

CHAPTER 4:

CORRESPONDENCE

WITH HEADQUARTERS
MEXICAN SECTION, I.B.W.C

CHAPTER 4

CORRESPONDENCE WITH HEADQUARTERS MEXICAN SECTION **INTERNATIONAL BOUNDARY AND WATER COMMISSION**

1. Specific Instructions:

- a. This chapter contains instructions for typing official Headquarters correspondence to the Mexican Section, International Boundary and Water Commission. The general instructions contained in Chapter 1, Letters, are to be followed in preparing any part of a letter not covered in this chapter.
- b. Policy establishing letters which are addressed to the Commissioner, or the Secretary, Mexican Section, from the Commissioner, or the Secretary, U.S. Section, will be addressed and formatted per instructions contained in **Exhibit 4-A**, page 33. This format may be used by the Principal Engineers, or other engineers, as specified.
- c. Unless otherwise instructed, letters--technical in nature--from the principal Engineer, or other engineers of the U.S. Section, to the Mexican Principal Engineer, or other engineers will be identified by the word “MEMORANDUM” in caps and underlined, centered two lines below the file notation per instructions contained in **Exhibit 4-B**, page 34.
- d. All correspondence going to the Mexican Section from the U.S. Section will be numbered. The number assignment and file notation will be provided by the U.S. Section Secretary’s office at the time of final preparation. The “No.: US ### /XX”, which is the document number followed by the last two digits of the current year, will be entered approximately two lines below the “Office of the Commissioner, United States Section” notation, and flush with the right margin. The file notation will be printed immediately under the number as per instructions in **Exhibits 4-A** and **4-B**, pages 33 and 34.
- e. The log shown in **Exhibit 4-C**, page 35, will be used as a means of control by the office of the U.S. Section Secretary.
- f. The file notation will be in accordance with the nomenclature enclosed as **Exhibit 4-D**, pages 36 through 39. The Mail and File Assistant, Communication and Records branch, will periodically update the exhibit as new files are created.
- g. Distribution of the letter includes hard copies as defined in paragraph 3 as well as an electronic copy. The electronic copy must be sent to the U. S. Section Secretary’s office via e-mail as

soon as the correspondence has been finalized. This electronic copy will be incorporated into an electronic archive.

2. Stationery:

Use IBWC Headquarters letterhead stationery for the original using font size 12 points or similar.

3. Number of Copies:

- a. Yellow official file copy with routing stamp on back.
- b. Pink copy for "Currents" reading file which may be omitted if contents are of such a confidential nature as to prohibit their being in an open file. Attach a copy of all enclosures or indicate where they can be located.
- c. White copy for the U.S. Section Secretary's reference file plus an **electronic copy** sent via e-mail for electronic archival.
- d. When indicated by responsible action official, information copies for WHA/MEX (Brandt), USEMBMEX SCI (Kerr) and POL (Martinez), Commissioner's Office, and Supervising PE(s). These copies will be mailed out by Communications & Records branch (C&R).
- e. Any additional white copies (printed or photostatic) for information addresses, if any.
- f. Original for the Mexican Section of the Commission.

4. Date:

Omit date at time of printing. Date will be stamped by C&R personnel at time of mailing.

5. Address:

Enter the address on correspondence to the Mexican Section as shown below:

- | | |
|--|--|
| <ul style="list-style-type: none">a. Engineer J. Arturo Herrera Solís
Commissioner for Mexico
International Boundary and Water
Commission
Post Office Box 10525
El Paso, Texas 79995 | <ul style="list-style-type: none">c. Engineer Luis Antonio Rascón Mendoza
Principal Engineer, Mexican Section
International Boundary and Water
Commission
Post Office Box 10525
El Paso, Texas 79995 |
|--|--|

b. Engineer Gilberto Elizalde Hernández
Principal Engineer, Mexican Section
International Boundary and Water
Commission
Post Office Box 10525
El Paso, Texas 79995

d. Mr. José de Jesús Luévano Grano
Secretary, Mexican Section
International Boundary and Water
Commission
Post Office Box 10525
El Paso, Texas 79995

6. Salutation:

Use the following salutations, as appropriate:

a. Mexican Commissioner

Dear Commissioner Herrera:

b. Principal Engineer

Dear Engineer Rascón:

Dear Engineer Elizalde:

c. Secretary

Dear Secretary Luévano:

7. Complimentary Close:

Use the complimentary close form of “Sincerely,” followed by three spaces, print the name and title as shown in **Exhibits 4-A and 4-B**, pages 33 and 34.

EXHIBIT 4-A

POLICY CORRESPONDENCE WITH THE MEXICAN SECTION



OFFICE OF
THE COMMISSIONER

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

No.: US 001/XX
File: SWQ 11 Tijuana Sanitation

(1)
(2)
Engineer J. Arturo Herrera Solís
Commissioner for Mexico
International Boundary and Water
Commission
Post Office Box 10525
El Paso, Texas 79995

(1)
Dear Commissioner Herrera:

(1)
This is the format for preparing policy making letters from the Commissioner or Secretary,
U.S. Section, to the Commissioner or Secretary of the Mexican Section. This format may also
be used by Principal Engineers or other engineers, as specified.

(1)
Except for specific instructions in Chapter 4, the instructions given in Chapter 1, Letters, also
apply.

(1)
The following salutations will be used when addressing the Commissioner or the Secretary,
Mexican Section:

Mexican Commissioner

Dear Commissioner Herrera:

Secretary

Dear Secretary Luévano:

The complimentary close form "Sincerely," is to be used. It will be entered two lines below
the text.

(1)

Sincerely,

(1)

(2)

(3)

(4)

John M. Bernal
Commissioner

(1)

Enclosure: (Identify if not included in text)

bcc: Internal copies information

MRY:jgs
02/16/XX
File #####

EXHIBIT 4-B

TECHNICAL CORRESPONDENCE WITH THE MEXICAN SECTION



OFFICE OF
THE COMMISSIONER

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

(1)
(2)

No.: US 002/XX
File: 903-101 Morrillo Drain

MEMORANDUM

(1)
Engineer Gilberto Elizalde Hernández
Principal Engineer, Mexican Section
International Boundary and Water
Commission
Post Office Box 10525
El Paso, Texas 79995

(1)
Dear Engineer Elizalde:

(1)
This is the format for preparing U.S. Section letters to the Mexican Section from the Principal Engineers, unless otherwise specified by the individual. Except for specific instructions in this exhibit, the instructions given in Chapter 1 also apply.

(1)
All letters which are technical in nature, unless otherwise instructed, from the Principal Engineer or other engineers of the U.S. Section, to the Mexican Section Principal Engineer or other engineers, are identified by the word "**MEMORANDUM**" in caps and underlined, centered two lines below the file notation as shown above.

(1)
Letters/memorandums are prepared on official U.S. Section Headquarters letterhead stationery using font size 12 points or similar.

(1)
The address is entered block style flush with the left margin two lines below the "**MEMORANDUM**" entry.

(1)
The salutation is "Dear Engineer (**name**)" which is placed two lines below the address.

(1)
The Complimentary close is "Sincerely," which is entered two lines below the text of the letter.

(1)

Sincerely,

(1)
(2)
(3)

Carlos Marin
Principal Engineer

(1)
MRY:jgs (Internal copies information)

EXHIBIT 4-C**U. S. SECTION, IBWC
CORRESPONDENCE WITH THE MEXICAN SECTION****FOREIGN AFFAIRS OFFICE
Letters TO Mexico
LOG - 20XX**

No.	Date	File	To	From	Substance
001	01-04-XX	IPR 7 Information Services	Herrera	Bernal	Expresses best wishes for a happy new year.
002					
003					
004					
005					
006					
007					
008					
009					
010					
011					
012					
013					
014					
015					
016					
017					
018					
019					
020					

EXHIBIT 4-D

LIST OF CLASSIFICATIONS FOR MEXICAN SECTION CORRESPONDENCE

File notation will be in accordance with the latest listing provided by the Communications and Records branch. Check periodically for updates to this exhibit as new files are created.

EXHIBIT 4-D

LIST OF CLASSIFICATIONS FOR MEXICAN SECTION CORRESPONDENCE

INTERNATIONAL BOUNDARY AND WATER COMMISSION		1. Organizational Unit Communication and Records, General Services Division
LIST OF SELECTED FILE NUMBERS (LSFN)		2. Date Prepared October 14, 1999
		3. Prepared By Juan A. Rodriguez, Mail and File Assistant
4. Date Approved		5. Approved By: (Signature of Records Liaison Officer)
6. List of Selected File Numbers		
101 01	Files Maintenance and Disposition Plan List of Selected File Numbers	Destroy when related records are destroyed or transferred to the Federal Records Center (MRC)
101 01a1	Mission" Correspondence Files Bridges and Border Facilities (BBF) BBF 5 Inspection Facilities BBF 6 Otay Mesa BBF 6 International Bridges Environmental Resources Activities (ERA) ERA 3 Laws and Regulations ERA 4 1 Archeological and Historical Elements ERA 5 Environmental Special Studies ERA 5 RECC - Case File Hydrology (HYD) HYD 7 Flood Operations HYD 12 Groundwater (General) HYD 12 Lower Colorado River Studies HYD 18 Reservoir Operations Interagency and International Coordination (IC) IC 4 City and County Agencies IC 5 Federal Agencies IC 5-3 State Department IC 7 State Agencies Information and Public Relations (IPR) IPR 6 Information Services IPR 7 Invitations and Engagements Legal and Legislative (LEG) LEG 3 Laws and Regulations LEG 5 Congressional Activities and Relations Maintenance of International Boundary (MIB) MIB 5 Boundary Mapping MIB 6-3 Fence MIB 10 Markers MIB 11 Monuments MIB 13-3 Obstructions Organization and Management (OAM) OAM 6 Management Analysis and Improvements Paperwork Management (PAP) PAP 4 Office Correspondence, Matters and Reports PAP 8 Mail Management	Permanent. Cut off at close of the calendar year. Transfer to FRC 10 years after cutoff. Offer to National Archives 30 years after cutoff.
IRWC Form 11 Rev January 1990		Previous editions are obsolete.

LIST OF SELECTED FILE NUMBERS (Continuation)		7. Date Prepared October 14, 1999 8. Organizational Unit Communications and Records, General Services Division	9. Page Number 2
File Number	File Title or Description of Record Series	Disposition Instructions	
102-01a1	Sanitation and Water Quality (SWQ) SWQ 1 General Policy SWQ 1 Clean Water Program - Grant File SWQ 2 Chemical Waste Problems SWQ 5 Texas Low-Level Waste Disposal SWQ 6 2 Desalting Plants - U.S. SWQ 7 Joint/IBWC Monitoring Program SWQ 3 Salinity Problems SWQ 3 Colorado River Basin Salinity Control Forum SWQ 1L Sediment Problems SWQ 11 Mexicali - New River SWQ 11 Nuevo Laredo Sewage Problems SWQ 11 Tijuana Sewage Water Accounting (WAC) WAC 1 General Policy WAC 4 Gaging Stations WAC 8 Water Bulletins WAC 10 Lower Colorado River Operations Schedule WAC 10 Surplus Water Supply - Colorado River WAC 11 1936 Convention Water Deliveries to Mexico WAC 11 1944 Convention Water Deliveries to Mexico WAC 11 Tijuana Emergency Deliveries WAC 12 International Streams-Uta Cruz, San Pedro	Permanent. Cut off at close of the calendar year. Transfer to FRC 10 years after cutoff. Offer to National Archives 30 years after cutoff.	
901-01a1	Bridge Historical Files Brownsville Bridge Brownsville Bridge Railroad Relocation Demonstration Bridge (Application for Presidential Permit) Cameron County Bridge - Brownsville Application for Presidential Permit Brownsville - Matamoros Railroad Relocation Permit Central Rio Grande Bridges Colorado River Bridges Columbia - Laredo Bridge Cordova Island Bridge - Bridge of the Americas Del Rio - Villa Ahuna Bridge Donna - Rio Bravo International Bridge Eagle Pass - Piedras Negras Bridge F. Paso Valley Bridge General J. C. Hancock - Porvenir Bridge Health Crossing - La Lina Bridge	Permanent. Cut off at close of when structure is removed. Transfer to FRC 5 years after cutoff. Offer to NA 30 yrs after cutoff.	
IBWC Form 11a Rev January 1993			
Previous editions of File Maintenance and Disposition Plan (continuation) are obsolete.			

EXHIBIT 4-D

LIST OF CLASSIFICATIONS FOR MEXICAN SECTION CORRESPONDENCE

LIST OF SELECTED FILE NUMBERS (Continuation)		7. Date Prepared October 14, 1999	8. Page Number 3
		8. Organizational Unit Communications and Records, General Services Division	
File Number	File Title or Description of Record Series	Disposition Instructions	
501-01a1	Bridge Historical Files. (Continuation) Hidalgo - Reynosa Bridge Laredo - Nuevo Laredo Bridge Los Ebanos Bridge Los Indios - Lucio Blanco Bridge Los Tomates Bridge Lower Rio Grande Bridge Mission - Reynosa Bridge, Upstream Anzalduas Mission - Reynosa Bridge, Permit Application McAllen Nuevo Leon Bridge Nuevo Laredo Bridge Pharr International Bridge/Permit Application Presidio County Bridge Presidio - Ojinaga Vehicular Bridge Presidio - Ojinaga Bridge, Duputty Presidio - S.F. Railroad Bridge Progresso Bridge - Rio Fico Mercedes Thayer Rio Grande City - Camargo Bridge, Penitencia Roma - Miguel Aleman International Bridge Roma - San Pedro Duran Bridge San Benito Bridge Santa Fe Railroad Bridge Santa Fe Bridge Southmost International Bridge Brownsville, Application for Presidential Permit Stanton Street Bridge - Good Neighbor Tijuana River Bridge Tornillo - Guadalupe Bridge Ysleta - Zaragoza Bridge Ysleta - Zaragoza Bridge Presidential Permit	Permanent. Cut off at close of the calendar year. Transfer to FRC 10 years after cutoff. Offer to National Archives 30 years after cutoff.	
502-01b	IBWC Project Planning, Design, and Construction Case File Nuevo Laredo Sanitation Construction Tijuana Sanitation Construction	Permanent. Cut off at close of the calendar year. Transfer to FRC 10 years after cutoff. Offer to National Archives 30 years after cutoff.	
503-01c	IBWC Project Operations and Maintenance Files (O&M) American Canal Extension O&M American Heritage River Amistad Power Plant O&M Anzalduas Dam O&M Boundary Preservation O&M Bureau of Reclamation O&M (Elephant Butte and Caballo Dams) Bureau of Reclamation O&M (Group I and II Levees)		
IDWC Form 11a Rev January 1980		Previous editions of File Maintenance and Disposition Plan (continuation) are obsoleted.	

EXHIBIT 4-D

LIST OF CLASSIFICATIONS FOR MEXICAN SECTION CORRESPONDENCE

LIST OF SELECTED FILE NUMBERS (Continuation)		7. Date Prepared October 14, 1999	8. Page Number 4
		9. Organizational Unit Communications and Records, General Services Division	
File Number	File Title or Description of Record Series	Disposition Instructions	
903-01h	IEWC Project Operations and Maintenance Files (O&M) Construction Canalization Project O&M Douglas - Agua Prieta O&V Falcon Dam O&M Lower Rio Grande O&V Morelos Dam O&M Morillo Drain O&V Nuevo Laredo O&M Nogales Flood Control Nogales Sanitation O&M Rectification Project O&M Tijuana Flood Control Project O&M Wellton - Mohawk Bypass Drain O&M	Permanent - Cut off at close of the calendar year. Transfer to FRC 10 years after cutoff. Offer to National Archives 30 years after cutoff.	
102-01	IEWC Minute Record Set Files. Original set of Minutes 1 through the most current.	Permanent - Retain in current file. Do not destroy, Do not retire.	
102-02	Order Sanitation Files - Case File for Different Projects Order Sanitation Agreement - General Order Sanitation Agreement - Matamoros Order Sanitation Agreement - Reynosa, Piedras Negras, Cd Acuna	Permanent - Cut off at close of the calendar year. Transfer to FRC 10 years after cutoff. Offer to National Archives 30 years after cutoff.	
102-04	Memorandum of Conversation Files Memorandum of Conversation between the two Commissioners		
IEWC Form 11a Rev January 1990		Previous editions of File Maintenance and Disposition Plan (continuation) are obsolete.	

CHAPTER 5: MEMORANDUMS OF CONVERSATIONS/MEETINGS WITH MEXICAN SECTION

CHAPTER 5

MEMORANDUMS OF INTERNATIONAL BOUNDARY AND WATER COMMISSION MEETINGS

1. Stationery:

- a. This chapter contains instructions for preparing memorandums of Meetings of the Commission, other than Minutes. Other memorandums of meetings or conversations will follow the format in Chapter 2, Part 1.
- b. The memorandums will be numbered consecutively beginning with the first meeting each year.
Example: IBWC 01-XX
- c. Memorandums will be signed by the Secretary.

2. Number of Copies:

- a. Original for the record will be filed in the Communications and Records branch central files number 1202-04 Memorandums of Meetings.
- b. White photostatic copies for: WHA/MEX, USEMBMX POL and SCI, Commissioner's Office, Secretary, PE Special Projects, PE Engineering, and PE Operations

3. Heading:

**MEETING OF THE COMMISSION
(place)
(date)**

In cases of technical meetings involving parties other than IBWC, use:

**MEETING OF THE COMMISSION
WITH TECHNICAL ADVISORS
ON (subject)
(place)
(date)**

4. Participants, Place, and Subject:

The first paragraph lists participants and subjects. See **Exhibit 5-A**, page 41.

EXHIBIT 5-A

MEMORANDUMS OF COMMISSION MEETINGS

INTERNATIONAL BOUNDARY AND WATER COMMISSION UNITED STATES AND MEXICO

IBWC 01-00

MEETING OF THE COMMISSION

January 11, 2000

Ciudad Juárez, Chih.

This is the format for a memorandum of a Meeting of the Commission, other than a Minute. The participants and subject(s) discussed are listed in the first paragraph and, if more than one, are then numbered with the subject and a summary.

1. STATIONERY

Print the Official record copy on yellow and all others on white.

2. HEADING

In cases of technical meetings involving parties outside of the Commission, the heading will be as follows:

MEETING OF THE COMMISSION WITH TECHNICAL ADVISORS

ON (subject)

(place)

(date)

3. ACTIONS AND UNDERSTANDINGS

The results of the meeting are included as a final paragraph with the subjects listed and actions and understandings stated.

M. R. Ybarra

Secretary

Dist.: C&R, WHA/MEX, USEMBMEX, SECRETARY [ccmail: COM Bernal, WHA/MEX Brandt, PE Little, PE Marin, PE Ortega]

Include other divisions and field offices if topic discussed is of value to them.

MRY:jgs

January 11, 2000

I:\FAOSTAT\MEMCON00\IBWC0100.WPD

CHAPTER 6:

MINUTES AND JOINT REPORTS

CHAPTER 6

MINUTES AND JOINT REPORTS

This chapter contains instructions for preparing Minutes and Joint Reports of the United States Section, International Boundary and Water Commission. Instructions contained in paragraphs 1 through 11 are for Minutes only. Instructions for Joint Reports are contained in paragraphs 12 through 20.

1. Stationery:

Prepare Minutes on special **Minute paper** available from the Office of the Secretary with printed heading and printed margins. See **Exhibit 6-A**, page 46.

2. Number of Copies and Distribution:

Print 10 strikings (sets) of each Minute, identical in all details. Five of these sets will be provided to Mexico who will in turn provide five strikings in Spanish. These sets in English and Spanish will be distributed as follows: 2 sets to WHA/MEX; 1 set to USEMBMEX; 1 set for the Office of the Secretary and 1 set to the Communications and Records branch to be used as the official file copy.

3. Place and Date:

Enter city and state where Minute is to be signed two lines under the printed heading flush with the right margin with the date immediately below on the next line. Confine printing within printed margins.

4. Minute Number:

Enter "**MINUTE NO. .**," in caps and underlined flush with left margin on the same line as the date.

5. Title

Center title under printed heading three lines below "Minute No. " and date. Title should be in all caps.

6. Format:

Begin text two lines below the title. Indent paragraphs five spaces, single-space text, and double-space between paragraphs.

7. Succeeding Pages:

Prepare second and succeeding pages on same stationery as first page, and follow page-numbering procedures as shown in **Exhibit 6-A**, page 47.

8. Resolution(s) Paragraph:

Resolution(s) paragraph will be the final paragraph before the closing paragraph. Resolution(s) will be numbered and typed 10 spaces from the left margin, as shown in **Exhibit 6-A**, page 46.

9. Closing Paragraph:

Closing paragraph or Minutes will usually read, “The meeting was adjourned.”

10. Signature and Titles:

- a. The two Commissioners’ names will be entered four lines below closing paragraph, with lines placed above names for signature, as shown on **Exhibit 6-A**, page 47. The Commissioners’ titles will be entered below the names.
- b. Enter the two Secretaries’ names four lines below the two Commissioners’ titles with lines above names for signature, as shown on **Exhibit 6-A**, page 47. The Secretaries’ titles will be entered below the names.
- c. All pages except the signature page will have a red ink diagonal line drawn across the back of the page (top right to bottom left). Both Commissioners will sign each page of each set for authenticity. The U.S. Commissioner signs the top of the line with the Mexican Commissioner signing underneath.

11. Enclosures:

Enclosures identified in text of Minute are not further indicated at the end of the Minute.

12. Joint Reports:

The instructions contained in the paragraphs 12 through 20 are for Joint Reports only.

13. Stationery:

Prepare on special Joint Report Paper available from the Office of the Secretary with printed heading. See **Exhibit 6-B**, pages 48 and 49, for Joint Report format.

14. Number of Copies:

- a. Print ten identical strikings if Joint Report is part of an official Minute. Mexico will be provided with five of these strikings and will in turn provide five copies of the Report to the U. S. Section in Spanish. These English-Spanish sets will be distributed as follows: 2 copies to WHA/MEX; 1 copy to USEMBMEX; 1 copy for the Office of the Secretary and 1 copy to Communications and Records branch for the official file copy as an attachment to the Minute.
- b. Print two strikings of the Joint Report if it is not part of an official Minute. One of these strikings will be provided to Mexico who will in turn provide a copy in Spanish to the U. S. Section. This English-Spanish set will be maintained in the Office of the Secretary with a copy provided to Communications and Records branch for use as the official file copy.

15. Place and Date:

Enter city and state where Joint Report will be signed two lines under the printed heading with the date placed immediately below on the next line.

16. Title and Address:

Center title under printed heading two lines below date, and block address three lines below title flush with left margin.

17. Format:

Indent paragraphs five spaces; text is prepared using a space-and-a-half with the same spacing between paragraphs.

18. Succeeding Pages:

Prepare the second and succeeding pages on the same stationery as used for the first page, and follow page-numbering procedures as shown in **Exhibit 6-B**, page 49.

19. Complimentary Close:

The complimentary close of “Respectfully,” or “Respectfully submitted,” will be centered two lines below the last line of the text.

20. Signatures:

Enter signatures four lines below complimentary close. Indent and block as shown in **Exhibit 6-B**, page 49.

21. Enclosures:

Enclosure identified in text of Joint Report are **not** indicated at the end of a Joint Report.

IBWC MINUTES

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO**

(1)

(2)

Ciudad Juárez, Chihuahua

MINUTE NO. 000

February 24, 20XX

(1)

(2)

FORMAT FOR PREPARATION OF MINUTES

(1)

This is the format for Minutes of the Commission for recording official transactions and agreements between the two Sections, United States and Mexico, International Boundary and Water Commission.

(1)

Prepare on special Minute paper with printed heading and printed margins.

(1)

Signing of the Minutes by the two Commissioners and two Secretaries alternates between El Paso, Texas, and Ciudad Juárez, Chihuahua. Enter city and state where Minute is to be signed, two lines under printed heading, flush with right margin, with the date printed immediately below on the next line. Confine typing within printed margins.

(1)

Enter MINUTE NO. in caps and underlined, flush with the left margin on the same line as the date.

(1)

Center title under printed heading three lines below date, and start text two lines under title.

(1)

Indent paragraphs five spaces, single-space complete text, and double-space between paragraphs.

(1)

Print ten identical strikings in all detail. Provide Mexico with five complete strikings.

(1)

Print second or succeeding pages on Minute paper and follow page numbering as shown on page two of this exhibit.

(1)

The Resolution(s) paragraph will be the final paragraph before the closing paragraph. Resolution(s) will be numbered and begin 10 spaces from the left margin.

(1)

The closing paragraph of Minutes will usually read, "The meeting was adjourned."

(1)

The Commission then adopted the following resolutions:

(1)

1. Print the two Commissioners' names four lines below closing paragraph, with lines placed above names for signature. The Commissioners' titles will be entered below their names.

EXHIBIT 6-A

IBWC MINUTES

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO**

(1)

(1)

2. Enter the two Secretaries' names four lines below the two Commissioners' titles with lines above names for signature. The Secretaries' titles will be placed below their names.

(1)

3. Enclosures are identified in the text of Minutes, but are **not** indicated by entering "Enclosure(s):" at the end of the Minute.

(1)

The meeting was adjourned.

(1)

(2)

(3)

John M. Bernal
U.S. Commissioner

J. Arturo Herrera Solís
Mexican Commissioner

(1)

(2)

(3)

Manuel R. Ybarra
U.S. Section Secretary

José de Jesús Luévano Grano
Mexican Section Secretary

IBWC JOINT REPORTS

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO**

El Paso, Texas
January 24, 20XX

- (1)
- (2)
- (1)
- (2)

JOINT REPORT OF THE PRINCIPAL ENGINEERS
FORMAT FOR PREPARATION OF JOINT REPORTS

- (1)
- (2)
- (3)

To the Honorable Commissioners
International Boundary and Water Commission
United States and Mexico
El Paso, Texas , and Ciudad Juárez, Chihuahua

- (1)
- Sirs:**
- (1)

This is the format for Joint Reports which are official engineering documents that provide recommendations to the Commissioners for their action in formalizing any agreements between the United States and Mexico.

- (1.5)
- Prepare on special Joint Report paper with printed headings, as shown.

- (1.5)
- Signing of Joint Reports alternates between El Paso, Texas, and Ciudad Juárez, Chihuahua. Print city and state where Joint Report is to be signed two lines under printed heading with date placed immediately below on the next line.

- (1.5)
- Center title under printed heading three lines below date, and block address four lines below title flush with left margin.

- (1.5)
- Indent paragraphs five spaces and type complete text using space-and-a-half with the same spacing between paragraphs.

EXHIBIT 6-B

IBWC JOINT REPORTS

INTERNATIONAL BOUNDARY AND WATER COMMISSION UNITED STATES AND MEXICO

(1)

(2)

.....2

(1)

Print two identical strikings, in all details, if Joint Report is not part of a Minute. One striking will be provided to Mexico. If Joint Report is part of an official Minute, a total of ten identical strikings are printed with five provided to Mexico.

(1.5)

Type second and succeeding pages on blank Joint Report paper, and follow page-numbering procedures for Minutes, and as shown in this exhibit.

(1.5)

Enter signature four lines below closing, indented and blocked from left margin as shown on this exhibit, and indenting second signature five spaces from center, and also blocked as shown.

(1.5)

Respectfully submitted,

(1)

(2)

(3)

(4)

Debra Little
Principal Engineer
United States Section

Gilberto Elizalde Hernández
Principal Engineer
Mexican Section

CHAPTER 7: CORRESPONDENCE FROM

MEXICAN SECTION HEADQUARTERS

CHAPTER 7

CORRESPONDENCE FROM MEXICAN SECTION HEADQUARTERS

1. Specific Instructions :

- a. This chapter contains instructions for preparation of translations of correspondence received from Mexican Section Headquarters.
- b. Spanish language correspondence, including letters, memorandums, and reports, received from the Mexican Section's headquarters will be delivered to the Office of the U.S. Section Secretary for translation and handling. A copy of the original correspondence when initially received, will be delivered to the Office of the Commissioner. In cases where the correspondence is addressed to either the Secretary, the Principal Engineer, Operations, the Principal Engineer, Special Projects or the Principal Engineer, Engineering, a copy will be provided to the addressee instead of the Office of the Commissioner.
- c. Translations will be prepared and handled in the manner shown in **Exhibit 7-A**, pages 51 and 52. All translated correspondence will be numbered and assigned a file notation. The number assignment and file notation will be provided by the Office of the U.S. Section Secretary at the time of final translation. The number and file notation locations will be indicated as shown in **Exhibit 7-A**, page 51.
- d. The log shown in **Exhibit 7-B**, page 53, will be used as a means of control by the Office of the U.S. Section Secretary.
- e. The file notation will be in accordance with nomenclature listed in **Exhibit 4-D**, pages 36 through 39.

2. Number of Copies:

- a. **Original.** This is the record copy, which along with a Yellow printing of the translation is routed to Communications and Records branch for filing. The **action copy** is routed to the responsible official(s) via electronic mail. Attachments to the original document are copied and routed to the responsible official(s) via internal mail.
- b. **Secretary's Control Copy.** This copy is provided to the U.S. Section Secretary and kept in both electronic format and hard copy until destroyed or transferred to the Federal Records Center (NRC).
- c. **Commissioner's Copy.** This copy (if applicable) is provided to the Office of the Commissioner for information.

EXHIBIT 7-A

TRANSLATION FORMAT

**INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
MEXICAN SECTION**

(Seal Secretariat of
Foreign Relations)

TRANSLATION

No : Mexico's Number

File: Mexico's File

Ciudad Juárez, Chih.

February 15, 20XX

(1)

(2)

Engineer John M. Bernal

U.S. Commissioner

International Boundary and Water

Commission

The Commons, Building C, Suite 310

4171 North Mesa Street

El Paso, Texas 79902

(1)

Dear Commissioner Bernal:

(1)

This is the "Translation Stationery" and format for use in preparing English language translations of incoming letters from the Mexican Section's headquarters offices. Memorandums, reports, and other kinds of correspondence will be formatted in a manner as identical as possible to the Mexican correspondence.

(1)

Correspondence, including letters, memorandums, and reports, received by the U.S. Section in Spanish from the Mexican Section's headquarters office, are delivered to Communications and Records (C&R) mail room by messenger or received there in regular mail. C&R personnel will make a "hold copy" for retention, date/time stamp and deliver to the Office of the Secretary for translations and handling. A copy of the letter will be provided to the Office of the Commissioner (if applicable) when it is initially received.

(1)

The number and file notation shown above is that of the Mexican Section and is for use in any dialogue with the Mexican Section concerning the letter.

(1)

All translations into English of Mexican Section headquarters correspondence will be numbered and will have a file notation. The number assignment and file notation will be provided by the Office of the U.S. Section Secretary at the time of final translation. The number and file notation will be located at the end of the translation as indicated in this exhibit.

(1)

(2)

**Dist: Orig-C&R, Control Copy- FAO, [ccmail: COM, WHA/MEX, FOA, PE Special Projects, Other offices and Field Offices
needing the information]**

Translated:RAV:jgs

I:\Letters\FromexXX\Mx001XXwpd

March 9, 20XX

No.: Mx 001

Page 1 of 2

File: 903-01 Nuevo Laredo O&M

EXHIBIT 7-A

TRANSLATION FORMAT

2

(1)

(2)

The log shown in **Exhibit 4-C**, Chapter 4, will be used as a means of control by the Office of the U.S. Section Secretary. The nomenclature listed in **Exhibit 4-D**, Chapter 4, will be used to annotate the file identification.

(1)

Copies of the translation are distributed as follows: Original (record copy), along with the yellow record copy of the translation, is routed to the Communication and Records branch (C&R) for filing. The Action copy is routed to the responsible official(s) via electronic mail. Attachments/enclosures with the original document are copied and routed to the responsible official(s) via internal mail. The Secretary's copy consists of a duplicate of all original documents including attachments/enclosures, a hard copy of the translation and an electronic copy for the electronic archival system. Commissioner's copy (when applicable) will be provided to that office to keep the Commissioner informed.

(1)

Indicate the translator and typist initials, the date of translation, and the document number assigned by the U.S. Section Secretary. The distribution of copies and the log number and file notation will be located at the end of the translation as indicated in this exhibit.

(1)

Sincerely,
(Signed)
J. Arturo Herrera Solís
Commissioner

Dist: Orig-C&R, Control Copy- FAO, [cmail: COM, WHA/MEX, FOA, PE Special Projects, Other offices and Field Offices
needing translation]]

Translated:RAV:jgs

I:\Letters\FromexXX\Mx001XXwpd

March 9, 20XX

No.: Mx 001

Page 2 of 2

File: 903-01 Nuevo Laredo O&M

EXHIBIT 7-B**TRACKING CORRESPONDENCE
FROM MEXICAN SECTION HEADQUARTERS****FOREIGN AFFAIRS OFFICE
Letters FROM Mexico
LOG - 20XX**

No.	File	From	To	Dated	MX Doc LAE #	Substance
001	903-01 Nuevo Laredo O&M	Herrera	Bernal	0 2 - 1 5 - XX	00308/XX	Requests \$16,368.34 dollars to cover U. S. share of payment of Estimate 11 of Contract No. QUIET-IM-AT-WORKC, regarding supply and placement of filter material at the NLIWTP.
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						
016						
017						

CHAPTER 8: PRIVACY ACT

CHAPTER 8

PRIVACY ACT

Section 552a of Title 5, Privacy Act, as amended January 5, 1999, defines records which are protected by the Privacy Act and which are maintained in a system of records accessed by a personal identifier. These include such records as:

- (1) Educational Record
- (2) Financial Transactions
- (3) Medical History
- (4) Criminal History
- (5) Employment History
- (6) Identifying Employee Number Or
- (7) Social Security Number

Records containing this information are protected from disclosure or maintenance in an unauthorized file.

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